



# Lancashire Football Association ('Lancashire FA')

## Chairman

### Board of Directors | Role Profile

<b>Job Title</b>	Chair of the Board of Directors
<b>Reports to</b>	Accountable to the Membership of Lancashire FA
<b>Direct Reports</b>	<ul style="list-style-type: none"><li>• Chief Executive Officer</li><li>• Company Secretary</li><li>• Board of Directors</li></ul>

<b>Location</b>	<ul style="list-style-type: none"><li>• Homeworking/working remotely</li><li>• The County Ground, Thurston Road, Leyland, PR25 2LF</li></ul>
<b>Time Commitment</b>	<p>c. 14 hours / month, including evening-based Board Meetings, with a choice of involvement in wider activities. Board meetings are usually held at the County Office, or virtually using Microsoft Teams and last c. 2 hours on the second Monday of alternate months.</p> <p>The Chair is also required to attend General Meetings as required and other ad hoc events held within the County.</p> <p>Reasonable expenses are paid.</p>
<b>Term</b>	3-year term (subject to review and maximum 4 terms, or as provided for in the Articles of the Association)
<b>Expenses</b>	<p>This is a voluntary role which is not accompanied by any financial remuneration.</p> <p>Lancashire FA expenses are expected to be minimal and will be paid in line with the current Expense Policy.</p> <p>Travel and accommodation to FA events where The FA has agreed to reimburse County FA Expenses will be paid in line with the current County FA Expense Policy issued by The FA.</p>
<b>Enhanced DBS Check required?</b>	NO
<b>Check Companies House Disqualified Directors Register?</b>	YES
<b>Clean full driving licence?</b>	YES



### Overview of Lancashire FA Board's Role & Responsibilities

Collectively, the Board of Directors of Lancashire Football Association Limited are required to direct the business affairs of the Association. Determining the vision and strategy and the plans, policies and financial investment required to achieve the Associations' aims. As such, individually and collectively, the Directors are accountable to the membership, and the Board is:

1. Legally responsible to conduct and exercise its powers under prevailing law and regulations, managing conflicts of interests and applying a duty of care.
2. Empowered to strategically direct and lead the Company, setting ambition and direction for the sport and the Company, whilst ensuring there are the necessary financial and human resources available to achieve goals. To effectively provide this function, understand the position of the Company in its markets and its relationship and responsibilities to its members, key stakeholder and partners.
3. Responsible for providing governance and accountability, overseeing excellent standards of corporate governance and the management of the governance processes within a framework of prudent and effective risk assessment and management controls.
4. Responsible for monitoring and evaluating the Company's performance towards its strategic aims and objectives and review management performance.
5. Required to set and lead clear expectations concerning the Company's culture, values, standards and behaviours to achieve success and growth for the Company and the sport.
6. Required to commit appropriate time, capacity and application of skills and knowledge to significantly contribute to the effective management and performance of the Company.
7. Required to champion equality, diversity and inclusion throughout football, and ensure it is embedded through leadership, direction and example.
8. Required to champion safeguarding throughout football, and ensure it is embedded through leadership, direction and example.
9. Required to monitor and evaluate safeguarding children and adults at risk throughout Lancashire ensuring Lancashire FA exceeds the requirements of the FA Safeguarding Operating Standard: Safeguarding 365.
10. Primary accountability for safeguarding across the county, appointing a Board Safeguarding Champion and ensuring each director has a good awareness of safeguarding children and adults at risk.
11. Ensuring safeguarding is a standing agenda item at each meeting and that the Executive is held to account for discharging its safeguarding responsibilities.

### Job Purpose

- To be responsible for the leadership of the Board of Directors, and accountable to the Membership of Lancashire FA, the Chair is responsible for overseeing the affairs of Lancashire FA, and for ensuring that the Board meets its obligations and responsibilities to the Association and guides the company forward to its targeted goals and vision.
- To hold the Board to account for the performance of Lancashire FA, providing inclusive leadership to the Board of Directors, ensuring that each Director fulfils their duties and responsibilities for the effective governance of the Association.
- To act as an ambassador for Lancashire FA.
- The CEO reports to the Board of Directors through the Chair, and the Chair is directly responsible for the CEO's performance review and management.
- To be an active Board Member, assisting in guiding the Company forward, fully contributing to all areas of the Company through Board involvement, (non-operational), without limitation to specific areas of expertise.



## Chair of the Board of Directors of Lancashire FA | Specific Area of Responsibility & Objectives

### Key Responsibilities:

- Serve as a Director of the Association and to lead the Board in setting the strategy of Lancashire FA.
- Execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation and ensure all activities of Lancashire FA comply with the Memorandum and Articles of Association, Company Law and all other legal requirements.
- Ensure that the Board maintains and demonstrates a clear division between the Board's management and oversight role and the executive's operational role.
- Lead the Board in the approval of the long-term financial plan and annual budget.
- Set the agenda for each Board meeting in consultation with the CEO.
- Chair Board meetings effectively, ensuring that Directors receive accurate, timely and clear information and that adequate time is available for discussion and time is used productively.
- Lead the Board in demonstrating transparency and accountability, engaging effectively with stakeholders and nurturing internal democracy.
- Set an example in the values and behaviours adopted, acting at all times in line with the Code of Conduct agreed by the Board.
- Monitor the delivery of the strategic plan and objectives of Lancashire FA.
- Undertake and maintain evaluation records of the Board's skills and performance and of individual Directors, and that of its Committees in line with the Code of Governance.
- Use evaluation findings to develop the skills and effectiveness of the Board.
- Review, with the CEO, any issues of concern to the Board including the wellbeing of staff and the wider workforce of Lancashire FA.
- Manage the performance of the CEO, providing opportunities for coaching and development as required.
- Lead the Board in identifying proportionate and appropriate actions to be taken to support and/or maintain diversity targets set and agreed for the Board.
- Act as an ambassador and represent the Association at internal and external meetings and functions.
- Appoint Chairs to the various committees in consultation with members of the Board.
- Serve as an ex officio member of all committees.
- Perform other responsibilities as assigned by the Board.
- Lead the Board to ensure that the Association exceeds the requirements of Safeguarding 365.
- Work alongside the Board Safeguarding Champion in ensuring safeguarding children and adults at risk is prioritised and embedded throughout the Association and football across the county.
- To attend and participate in all safeguarding training whether mandated by Safeguarding 365 or agreed locally,
- To take personal responsibility in understanding key safeguarding issues and remain updated on these issues.
- To understand how to report concerns and be familiar with the Lancashire FA Whistleblowing Policy.
- To have a clear understanding that safeguarding is the responsibility of everybody.
- To fully participate in Board induction, training or development and performance monitoring.

### Major Objectives:

- Lancashire FA as a unique top tier company - to lead in the delivery of Lancashire FA becoming a unique top tier company within Football.
- Financial stability for Lancashire FA - to lead in the delivery of Company Financial Stability.
- High customer satisfaction - to lead in the delivery of customer satisfaction at all levels.
- Growing Lancashire FA - to lead in the delivery of Company Growth.
- Strong Board of Directors team – collaborating constructively with other Directors and all business sectors.
- Repositioning Lancashire FA – integrating football, business performance and the professional game to jointly promote and stimulate economic growth in Lancashire.



Person Specification	
Key Skills and Experience Required	
<p><b>Essential</b> <b>Experience in, and knowledge about:</b></p> <ul style="list-style-type: none"> <li>Strategic leadership and management skills – Board experience, ‘Not For Profit’ experience, leadership abilities, resilience to manage change at pace appropriately, time management skills.</li> <li>Communication &amp; Influence Skills – verbal, written and presentation, fostering debate and challenging constructively, report writing with evidence-based recommendations, active listening, rapport building with all levels of staff and stakeholders, stakeholder management, able to provide evidence-based feedback, negotiation, influence and conflict management.</li> <li>Strategy – strategic planning and delivery experience, risk management, understanding of business accounts (P&amp;L, budgeting, financial reporting, resource management etc), problem solving and decision-making, prioritising, performance evaluation.</li> <li>Personal – IT literate, user of digital communication, committed to personal development in self and staff/volunteer network, committed to customer excellence, resilient, committed to inclusive leadership and equality in action, as well as safeguarding within our community.</li> </ul> <p><b>Chair-specific Requirements:</b></p> <ul style="list-style-type: none"> <li>Excellent meeting chairing skills including the ability to generate a productive group discussion ensuring that all voices and points of view are heard and given due consideration.</li> <li>Strategic leadership and management skills.</li> <li>The ability to facilitate a positive Board culture, and in particular the relationship between the Board and the executive workforce.</li> <li>Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation.</li> <li>Excellent interpersonal skills including rapport-building, active-listening and incisive questioning.</li> <li>Recruitment and selection skills.</li> <li>The ability to form productive relationships both internally and externally and strategic partnerships for the benefit of the Association.</li> <li>Knowledge and understanding of the responsibilities of a Board Director and the Companies Act (2006).</li> <li>Thorough knowledge and understanding of the Safeguarding Requirements for the Association.</li> <li>Thorough knowledge of the Articles of Association and their application.</li> <li>Up to date and thorough knowledge of Grassroots Football and the role of the Association in its governance.</li> <li>Knowledge of the County FA Governance Code.</li> <li>Understanding of how to apply Principles of inclusive practice.</li> <li>Knowledge and understand of financial accounts, management accounts and budgeting.</li> <li>An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations.</li> <li>A sound understanding of the volunteer/ professional relationship and how this can best work to support the work of the Association.</li> <li>An understanding of and commitment to equality, diversity and inclusion.</li> <li>Effective use of digital communication including email and the internet.</li> </ul>	<p><b>Desirable Skills</b></p> <ul style="list-style-type: none"> <li>Performance management.</li> <li>(Chair) conducting appraisals (in relation to the management of CEO).</li> <li>Business coaching and mentoring.</li> <li>Working with Board skills audits.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Knowledge of other key areas of legislation including Health and Safety, Employment, GDPR, Bribery and anti-corruption, whistleblowing and Taxation.</li> <li>Risk management.</li> <li>Customer experience and engagement.</li> <li>Succession planning.</li> <li>Safeguarding.</li> <li>Equality, Diversity &amp; Inclusion.</li> <li>Football – playing, coaching or an official.</li> </ul>



The Role Holder will be expected to understand and work in accordance with the Lancashire FA values and behaviours, as described below	
Value	Behaviours
<b>CARING</b>	<ul style="list-style-type: none"> <li>• Respect for colleagues and customers - Regularly finds ways to praise the work of stakeholders and colleagues and recognises their expertise and competencies.</li> <li>• Respect for our environment - Champions working in a clean, organised and professional environment and challenges when this doesn't happen.</li> <li>• Supports customers and colleagues - Consistently asking customers what they want, listening and providing appropriate response/services. Goes out of their way to help and support colleagues and customers.</li> <li>• Empathy and kindness - Recognising and showing understanding when customers and colleagues are facing challenges and going the extra mile to help them.</li> </ul>
<b>INTEGRITY</b>	<ul style="list-style-type: none"> <li>• Taking responsibility - Relentless in getting the job done. Always finding solutions to challenges. Celebrating personal success and acknowledging the contribution of others.</li> <li>• Decision making - Taking responsibility for decisions for the organisation, my team or my work. Influencing decision making. Making brave decisions.</li> <li>• Honesty - Standing up for what you believe is right. Strong moral code. Always having challenging conversations.</li> </ul>
<b>INSPIRATION</b>	<ul style="list-style-type: none"> <li>• Inspiring others to perform – Consistently reflects and adapts to deliver to the highest level of performance – constant self-improvements. Coaches and mentors others. Delegates effectively. Shares the success of Lancashire FA stakeholders to inspire others.</li> <li>• Motivating and engaging – Stands out as bringing energy and the driving force for motivating others to take action.</li> <li>• Enthusiasm – Always thinking positively and communicating that both Lancashire FA, and I personally, can make a positive difference.</li> <li>• Vision and communication - Creating a compelling vision for your area of work/customer that matches business needs and gaining buy in to implement the vision.</li> </ul>
<b>CREATIVITY</b>	<ul style="list-style-type: none"> <li>• Curious - Making time to thinking about how we can be ahead of the game in the future. Looking externally for new ideas Encouraging diverse opinions. Proactively promoting and role modelling Growth mindset.</li> <li>• Ideas into action - Being proactive about shaping, developing and implementing new ideas. Always thinking and challenging “is this realistic?” Monitors and learns from creative ideas and processes.</li> <li>• Challenging - Challenges internally to make time to think and be creative individually and in teams. Implements new solutions and ways of working.</li> </ul>
<b>TEAMWORK</b>	<ul style="list-style-type: none"> <li>• Communication - Always speaks positively about the way we do things and our values. Champion our vision, strategy and plans and taking care of our reputation. Holding each other accountable.</li> <li>• Collaboration - Leads projects successfully engaging with the right people and skills sets. Engages internal and external stakeholders to improve products and services.</li> <li>• Conflict - Addresses issues quickly and effectively, finding solutions to maintain team productivity and togetherness. Brave and courageous conversations to address issues.</li> <li>• Teamwork - Role models being a team player and or leads a high performing team. Uses the skills and knowledge of team members to develop solutions. Supporting and challenging coaching conversations to help others improve.</li> </ul>



## Lancashire Football Association

Chairman of the Board of Directors | Role Profile | v3 - March 2022

Job Description reviewed and modified by:	<i>Tina Brunner – Operational Support [In consultation with Simon Gerrard (CEO)]</i>
Date Job Description reviewed and modified:	<i>March 2022</i>
Job Description agreed on behalf of the Association by:	<i>People &amp; Culture Committee</i>
Signed by role holder (on appointment):	
Date signed:	

**One copy to be retained by the role holder, one signed copy to be stored confidentially by Lancashire FA.**